

Appendix 6: General Classification Group Sample Survey Instrument

State of California
Department of Personnel Administration
2007 Total Compensation Survey

INTRODUCTION AND GENERAL INSTRUCTIONS

CPS Human Resource Services, on behalf of the State of California, Department of Personnel Administration is conducting a Total Compensation Survey for a variety of benchmark classes. Your agency has been identified as a survey respondent. We would greatly appreciate your assistance in collecting the requested information.

This Total Compensation Survey instrument is comprised of five sections:

- The first section asks some general information questions with respect to your agency.
- The second section represents the Total Compensation Survey and provides structured salary data collection sheets on page 4-9. The descriptions for these survey classes are provided on pages 10-17. If your agency has a comparable class, please provide the requested information.
 - Note that the monthly minimum and maximum salary provided to your agency's comparable class is requested.
 - Please list the bargaining group that represents each of your agency's classes that you are able to match to the survey classes.
 - Please list the number of budgeted positions and filled positions for each comparable classification
- The third and fourth sections of this survey (pages 18-22), provides structured benefits data and retirement information collection sheets. This information is particularly critical to our efforts to survey for Total Compensation.
- The fifth section of this survey (page 23), requests information on recruitment and retention issues.

In completing the survey, we ask that you do the following:

1. Please complete all sections of the questionnaire using the **September 1, 2007** salary and benefit information for your agency's classification that matches the benchmark classification.
2. Please **include copies of your agency's salary schedules, organization charts and the classification specifications for the comparable classes**, or provide the website address where this information may be found.
3. Please return the survey by **September 28, 2007** to Monica Garrison Reusch, CPS Project Manager for the Total Compensation Survey. The completed form and background information can be sent via e-mail (mgarrisonreusch@cps.ca.gov) or faxed to (916) 561-8418, or by mail using the enclosed prepaid Federal Express sticker.
4. If you have any questions about the survey or any of the data being requested, please contact Monica Garrison Reusch by e-mail or at (916) 263-3614, extension 3020.

Thank you for your cooperation and participation.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

PARTICIPATING AGENCY CONTACT INFORMATION

Please complete the following information so that we can track responses and follow-up as necessary.

Agency Name

Address

Contact Name

Title

Telephone Number

Fax Number

E-mail Address

I. GENERAL INFORMATION

Please provide information concerning cost-of-living-adjustment (COLA) increases for the following groups:

- Professional Employees Last COLA Date _____ Amount _____
 Next COLA Date _____ Amount _____
- Supervisory Employees Last COLA Date _____ Amount _____
 Next COLA Date _____ Amount _____
- General Employees Last COLA Date _____ Amount _____
 Next COLA Date _____ Amount _____

Please provide the number of hours per week (40, etc.) considered to be full time employment with your agency for the following groups:

- Professional Employees _____ Supervisory Employees _____ General Employees _____

State of California, Department of Personnel Administration
2007 Total Compensation Survey

II. COMPENSATION SURVEY

Salary Data Collection Sheets – Refer to Descriptions on Pages 11-18.

#	Survey Class Title	Your Agency's Class Title	Min. monthly salary (as of 9/07)	Max. monthly salary (as of 9/07)	If no match, list which class performs these duties	Bargaining Unit of matched class	Number of budgeted positions	Number of filled positions
1	Account Clerk							
2	Biologist							
3	Building Maintenance Worker							
4	Carpenter							
5	Certified Nursing Assistant							
6	Chemist							

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	Survey Class Title	Your Agency's Class Title	Min. monthly salary (as of 9/07)	Max. monthly salary (as of 9/07)	If no match, list which class performs these duties	Bargaining Unit of matched class	Number of budgeted positions	Number of filled positions
7	Clinical Dietician							
8	Clinical Social Worker							
9	Construction Supervisor							
10	Delineator							
11	Digital Print Operator							
12	Engineering Technician							

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	Survey Class Title	Your Agency's Class Title	Min. monthly salary (as of 9/07)	Max. monthly salary (as of 9/07)	If no match, list which class performs these duties	Bargaining Unit of matched class	Number of budgeted positions	Number of filled positions
13	Graphic Designer							
14	Highway /Road Maintenance Worker							
15	Industrial Hygienist							
16	Inspector							
17	Institutional Cook							
18	Insurance Investigator/Analyst							

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	Survey Class Title	Your Agency's Class Title	Min. monthly salary (as of 9/07)	Max. monthly salary (as of 9/07)	If no match, list which class performs these duties	Bargaining Unit of matched class	Number of budgeted positions	Number of filled positions
19	Legal Typist							
20	Librarian							
21	Licensed Psychiatric Technician							
22	Maintenance Mechanic							
23	Pharmacy Technician							
24	Plumber							

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	Survey Class Title	Your Agency's Class Title	Min. monthly salary (as of 9/07)	Max. monthly salary (as of 9/07)	If no match, list which class performs these duties	Bargaining Unit of matched class	Number of budgeted positions	Number of filled positions
25	Public Health Microbiologist							
26	Research Analyst							
27	Research Scientist (Master's Degree req'd)							
28	Safety Engineer							
29	Security Guard							
30	Senior Transportation/ Civil Engineer							

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	Survey Class Title	Your Agency's Class Title	Min. monthly salary (as of 9/07)	Max. monthly salary (as of 9/07)	If no match, list which class performs these duties	Bargaining Unit of matched class	Number of budgeted positions	Number of filled positions
31	Staff Analyst							
32	Staff Services Manager I							
33	Supervising Biologist							
34	Transportation/ Civil Engineer							
35	Veterinarian							
36	Vocational Rehabilitation Counselor							

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
1	Account Clerk	This is a journey level class. Account Clerks are distinguished from other clerical classes by being regularly required to perform duties involving arithmetic calculations, posting, processing and checking the results and maintaining a set of financial, statistical or other records. The Account Clerk compiles, investigates and verifies from a variety of sources numerical or financial information such as attendance and time distribution, records, payrolls, invoices, expense claims, accounts payable and receivable, and schedules.
2	Biologist	The Biologist is a full journey level and/or lead level class. Incumbents may direct the work of one or more entry level biologists, and direct or perform the most difficult biological or environmental studies or investigations. Biologists perform technical biological work involving multiple species and/or habitats. Activities typically include resource categories involving biological surveys or investigations, assessing projects or developments for impacts on the resources, and the preparation and evaluation of resource habitat development, restoration or management plans.
3	Building Maintenance Worker	Under supervision, Building Maintenance Workers perform a variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings and building facilities.
4	Carpenter	Carpenters erect, maintain, and repair various buildings and structures; make rough sketches and cost estimates; requisition stores and supplies; advise in the selection of building materials; keep records and make simple reports, and may instruct and lead unskilled assistants.
5	Certified Nursing Assistant	Under medical or licensed nursing supervision, Certified Nursing Assistants provide nursing care to patients who are physically ill, disabled, handicapped or convalescent; assist the physician or nurse with examination and treatment of patients; and motivate and assist patients in developing and using their maximum potential for self-care. A current Nursing Assistant Certificate is required.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
6	Chemist	This is a full journey level classification. Under direction, incumbents independently perform complex chemical, physical, or biological analyses, research, surveys, investigations, inspections, and studies within a laboratory, office, or field setting. They prepare standard and reagent solutions and samples for analysis; write final reports; prepare regulatory and compliance documents; and operate and maintain equipment and laboratory instrumentation including the more complex laboratory equipment.
7	Clinical Dietician	Clinical Dieticians plan regular and special therapeutic diets for facility residents; document and record individual nutritional assessments; assist and advise clinical personnel on any special nutritional needs of residents; establish recipes for use by food production personnel; authorize substitution or modification of special diets; assist in the selection and training of dietary staff; assist in planning and conducting in-service training programs for food personnel; and prepare reports. Clinical Dieticians possess a college degree and are registered with the Commission on Dietetic Registration of the American Dietetic Association.
8	Clinical Social Worker	Clinical Social Workers conduct assessments and summarize case information for use in diagnosis, treatment, and dispositional release; develop, monitor, and modify treatment plans in collaboration with an interdisciplinary treatment team; identify and recommend appropriate patient services based on assessment; provide individual and group therapy; provide suicide and crisis risk assessment and intervention; and coordinate discharge planning activities including appropriate community support and services to be used upon release. A valid license as a Licensed Clinical Social Worker is required.
9	Construction Supervisor	Construction Supervisors supervise and coordinate functions and programs involving construction, alteration or large scale repair of buildings and structures, and provide technical assistance to professional architectural and engineering staff.
10	Delineator	This is an advanced journey level class. Under direction, incumbents either (1) act as a lead over a small group of draftspersons; or (2) independently perform highly complex drafting and graphics work requiring a high level of skill, initiative and accuracy. Incumbents prepare roadway design and construction drawings from engineering notes using conventional drafting procedures and computer-aided drafting; make engineering calculations related to drafting and plot data from field notes.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
11	Digital Print Operator	Digital Print Operator is the full journey level classification that may also serve as a leadperson. Under direction, Digital Print Operators are responsible for completing printing jobs that require the execution of the full range of complex operating commands and electronic manipulation functions. They perform the tasks needed to prepare, operate, and maintain a variety of digital printing equipment including their finishing attachments.
12	Engineering Technician	The Engineering Technician is a full journey level class. Under supervision, incumbents perform complex nonprofessional highway, bridge, and materials testing engineering office or field work. The technician acts as an instrument person on construction projects; adjusts and operates precision surveying instruments; performs field or laboratory physical tests of construction materials; keeps survey and construction notes; makes inspections in enforcing compliance with plans and specifications on all phases of construction projects such as earthwork operations, placing of base materials, and paving with asphalt or concrete materials.
13	Graphic Designer	The Graphic Designer is the full journey level classification. Under direction, the Graphic Designer is responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications the Graphic Designer uses design and production elements to convey the desired impact and message to a specifically targeted audience.
14	Highway/Road Maintenance Worker	Highway/Road Maintenance Workers operate specified vehicles requiring a Class C driver license, such as light trucks, automobiles, construction, or landscape equipment; and do general labor work relating to the maintenance of highways, roads, streets, and bridges, including litter pickup, and tree maintenance.
15	Industrial Hygienist	The Industrial Hygienist is a full professional journey level classification. Under general direction, incumbents perform difficult work in connection with health hazards in places of employment; do research on problems of occupational hazards; develop special sampling and measuring apparatus and techniques; investigate complaints of unhealthful working conditions; and recommend corrective action. Industrial Hygienists are occupational health professionals who have expertise and strong specialization in one or more phases of biological, chemical, or toxicological factors, effects, and control measures. Equivalent to graduation from college is a requirement of this class.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
16	Inspector	This journey level, non-peace officer class typically conducts inspections within a specific subject matter area/operating agency; ascertains compliance with applicable rules, regulations and standards; assists enforcement agencies in obtaining information from departmental records; reviews documents and recommends actions; and prepares reports and maintains records of inspections.
17	Institutional Cook	Under supervision, incumbents prepare, cook, and dispense food to the residents of an institution such as a correctional facility or jail; care for culinary equipment, supplies, and work areas; and supervise, instruct, and work with employees and helpers from the <u>resident population</u> .
18	Insurance Investigator/Analyst	This is a journey level, non-peace officer class, which performs responsible and complex insurance investigations/analyses. Under general direction, incumbents gather and evaluate facts from the insured, from insurance companies, their agents or brokers and other sources, to determine compliance with laws and regulations; and make decisions and recommendations regarding case disposition.
19	Legal Typist	This is a journey level class. Legal Typists perform a variety of legal secretarial and administrative duties necessary to maintain the support functions of a legal office. Under general supervision, incumbents perform difficult clerical work that may involve transcribing dictation and other office work required in preparing and processing a variety of legal documents.
20	Librarian	This is a professional level classification. Librarians may either (1) perform professional work to collect, acquire, catalogue and classify, provide reference to, circulate, develop, use computerized databases for, and preserve library material; or (2) have full responsibility for a small- to medium-size departmental library of average complexity. Librarians provide access to and guidance in the use of information resources, both within the physical confines of the library and beyond the library through databases, telecommunication networks, and cooperative arrangements; and provide services and information through print and special format materials (books, journals, photographs, videotapes, and electronic databases), and other reference information. This class requires a Master's Degree in library science.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
21	Licensed Psychiatric Technician	This is a journey level classification. Licensed Psychiatric Technicians work under general supervision and, in addition to their custodial responsibilities, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of clients, patients, or inmates. They possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners. They may assist in the training of Psychiatric Technician Trainees and other ancillary staff.
22	Maintenance Mechanic	Maintenance Mechanics perform a wide variety of skilled maintenance tasks. They inspect, maintain, and repair plumbing, heating, water, and sewer systems; do electrical maintenance and repair work; repair laundry, farm, shop, and automotive equipment; do miscellaneous minor building construction and repair work; do miscellaneous interior and exterior painting; refinish furniture; estimate and requisition materials and supplies; keep tools and equipment in good condition; and keep records and prepare reports.
23	Pharmacy Technician	Pharmacy Technicians assist in the operation of the pharmacy; maintain drug and supply inventory and inventory records; order supplies to maintain level of stock; check goods received against purchase orders, invoices, and requisitions; segregate, label, and store pharmaceutical supplies; review pharmacy stock for expired drugs; pick up and delivers drugs; type labels for medications; retrieve designated drug containers; and maintain patient medication profiles. Incumbents possess a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy.
24	Plumber	Plumbers install, maintain, inspect and repair standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam and refrigeration systems; troubleshoot plumbing systems; install and repair pumps; maintain a plumbing shop; make rough sketches and estimate labor and materials for minor plumbing installation and repair; advise in selection, ordering, and storage of plumbing supplies and equipment; consult with other trades workers; keep simple records and make reports; and instruct and lead unskilled assistants.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
25	Public Health Microbiologist	The Public Health Microbiologist is an advanced journey level/lead level class that is responsible for activities concerned with the examination and testing of potentially hazardous biological and environmental materials capable of transmitting disease to man. Under general direction, incumbents provide technical leadership and assist in planning and direction of laboratory work; use specialized laboratory techniques; and develop and apply complex, non-standardized analyses, requiring initiative and independent judgment. This class requires possession of a valid Public Health Microbiologist certificate issued by the California State Department of Health Services.
26	Research Analyst	The Research Analyst is a full journey level class. Under general direction, incumbents perform a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in a variety of fields. The term research as applied to Research Analysts is defined as systematic, critical, intensive investigation directed toward either a more comprehensive knowledge of the subject or for use in the resolution of program related issues.
27	Research Scientist (Master's Degree req'd)	Incumbents in this full journey level class plan, organize, and direct scientific research studies of a highly developed scientific scope and complexity and make independent, complex decisions in their specific scientific field. Tasks include adapting methods, techniques, and procedures. Work and conclusions are accepted as technically authoritative. Incumbents conduct highly specialized phases of a major scientific project or investigation of sufficient scope that may require coordination with other organizations, present their research findings, or may publish their research in scientific journals.
28	Safety Engineer	The Safety Engineer class performs professional journey level safety engineering work in construction, electrical, and industrial functions related to CAL/OSHA occupational health and safety; conducts the more responsible and complex safety inspections, accident investigations, consultations, or journey level staff assignments related to construction, electrical, and industrial occupational safety and health. This class does not require a license as a registered engineer.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
29	Security Guard	Unarmed Security Guards make rounds of inspection at fixed intervals and report in by means of radio or other devices; see that doors and windows are properly shut and locked; prevent the admittance to the premises of unauthorized persons; investigate unusual conditions; turn out lights; prevent damage to property and enforce various regulations; inspect electrical devices and plumbing, heating, and other equipment for proper adjustment.
30	Senior Transportation/Civil Engineer	Under general direction, the Senior Transportation Engineer is: (1) <u>a first line supervisor</u> in charge of varied and difficult transportation engineering work in the field or office involving the supervision of engineers and others engaged in transportation development activities; or (2) in a specialist capacity, performs other difficult and complex engineering work relating to specialized transportation projects, research studies, planning and operations of transportation systems; or (3) provides technical oversight of consultants or staff performing engineering work related to the development of transportation projects. Senior Transportation Engineer is a registered professional engineer with a license issued by the California State Board of Registration for Professional Engineers and Land Surveyors.
31	Staff Analyst	The Staff Analyst is an entry-level classification for college graduates entering into professional analytical work in one or more of a broad range of program and administrative areas. Under supervision, incumbents perform work of average difficulty in a wide variety of analytical staff services assignments such as program evaluation; systems development; budgeting; planning; training; management analysis; and personnel analysis. The Staff Analyst class typically is below the full journey analyst level. Education equivalent to graduation from college is required for this class.
32	Staff Services Manager I	The Staff Services Manager I is typically a first level supervisor class. Incumbents supervise a small group of analysts performing journey level work, and personally perform the most difficult or sensitive work, involving administrative programs and functions such as management analysis, budgeting, or human resources.
33	Supervising Biologist	The Supervising Biologist serves as a supervisor over a group of technical and scientific professional staff. Incumbents typically assist a higher level manager in planning, coordinating and supervising comprehensive scientific programs concerned with biological issues related to marine, fisheries, wildlife management, botany, water quality analysis, or other biological or environmental concerns.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

#	SURVEY CLASS	CLASS DESCRIPTION
34	Transportation/Civil Engineer	The Transportation Engineer is a journey level registered professional engineer with a license issued by the California State Board of Registration for Professional Engineers and Land Surveyors. The Engineer performs professional engineering work involving plans, designs, details and maintenance of transportation systems, in whole or in part, that may include land, rail, freeways, roads, airports, ramps, hydraulics, sanitary facilities, bridges, nonstandard major structures or transportation-related buildings and other structures. A match to a Civil Engineer working on transportation-related projects is acceptable.
35	Veterinarian	The Veterinarian is a full journey level classification. Under general direction, incumbents perform the full range of duties involving planning, organizing and coordinating professional veterinary work in the prevention, control and eradication of livestock, poultry, and other animal diseases. This class requires a Doctor's degree in Veterinary Medicine.
36	Vocational Rehabilitation Counselor	Under general supervision, Vocational Rehabilitation Counselors determine vocational eligibility and level of severity of disability; plan and arrange for the supervision of vocational rehabilitation of individuals with physical and mental disabilities which are substantial impediments to gainful employment; serve as a liaison and resource to employers and community organizations regarding opportunities and considerations related to hiring individuals with disabilities; provide vocational counseling, rehabilitation assessment, and placement of individuals with disabilities.

State of California, Department of Personnel Administration
2007 Total Compensation Survey

III. BENEFITS SURVEY

- This is a survey of your employee benefits and costs as of **September 1, 2007**.
- If employees do not receive a specific benefit, please enter "NA" for "not applicable" in the appropriate columns.
- Please report all premiums as a monthly cost.

CASH BENEFITS			
Retirement Contribution Practices	Professional Employees	Supervisory Employees	General Employees
What is the total Employer contribution, as a percentage of base salary?			
What is the total Employee contribution, regardless of who pays it, as a percentage of base salary?			
What is the percentage of the Employee contribution paid by Employer (if applicable)?			
What is the percentage of the Employee contribution paid by the Employee (if applicable)?			
Deferred Compensation Practices	Professional Employees	Supervisory Employees	General Employees
What is the maximum Employer contribution (enter as dollars or percentage of base salary)?			
Longevity Pay Practices	Professional Employees	Supervisory Employees	General Employees
Enter the amount paid per month, in dollars, or as a percentage of salary, for premium pay based on length of service. Enter each level of longevity pay including the year of service and corresponding pay amount.			
Incentive/Bonus Pay	Professional Employees	Supervisory Employees	General Employees
If you have an incentive or bonus program, provide the average amount paid across the organization at the last payout and the date of the last payout. Please attach the policy.			
Social Security	Professional Employees	Supervisory Employees	General Employees
Indicate whether your agency participates in Social Security at the full rate of 7.65% (Medicare and FICA), or 1.45% (Medicare only).			

State of California, Department of Personnel Administration
2007 Total Compensation Survey

HEALTH BENEFITS

Cafeteria Plan Practices - If your agency has a cafeteria plan provision, please answer the following questions.	Professional Employees	Supervisory Employees	General Employees
Enter maximum monthly amount paid by employer			
Enter maximum monthly amount paid by employee			
List below benefit items this payment is intended to cover (i.e.: medical, dental, etc.). If your employees can receive payment in lieu of benefits, please provide the maximum amount they can receive, and indicate whether they can receive it in cash or deferred compensation.			

For health-related benefits, provided separate from a cafeteria plan, please base your responses on the **most commonly selected plan** (combined employer and employee contribution) for family coverage.

Medical Insurance Costs	Professional Employees	Supervisory Employees	General Employees
List the employer's maximum contribution for full family coverage (for the most commonly selected plan).			
List the employee's maximum contribution for full family coverage (for the most commonly selected plan).			
Dental Insurance Costs	Professional Employees	Supervisory Employees	General Employees
List the employer's maximum contribution for full family coverage (for the most commonly selected plan). If cost is included in medical, indicate by entering "inc."			
List the employee's maximum contribution for full family coverage (for the most commonly selected plan).			
Vision Insurance Costs	Professional Employees	Supervisory Employees	General Employees
List the employer's maximum contribution for full family coverage (for the most commonly selected plan). If the cost is included in medical, indicate by entering "inc."			
List the employee's maximum contribution for full family coverage (for the most commonly selected plan).			

State of California, Department of Personnel Administration
2007 Total Compensation Survey

LEAVE PRACTICES						
Vacation Leave	Professional Employees		Supervisory Employees		General Employees	
Enter the number of days accrued per year for each year of service, as well as the maximum amount that can be accrued in that year.	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual
Year 1						
Year 5						
Year 10						
Year 15						
Year 20						
Maximum Accrual Rate						
List the year of service for maximum accrual						
Sick Leave	Professional Employees		Supervisory Employees		General Employees	
List the number of days per year and the maximum accrual.	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual
Holidays	Professional Employees		Supervisory Employees		General Employees	
List the number of holidays provided each year to each group.						

State of California, Department of Personnel Administration
2007 Total Compensation Survey

IV. RETIREMENT INFORMATION			
Retirement Benefit Information	Professional Employees	Supervisory Employees	General Employees
What is the retirement formula provided to employees (e.g. <u>2% @ 55</u> , etc.)?			
What is the compensation component of your agency's retirement formula (e.g. highest year, etc)?			
Please list the retirement plan your agency provides to employees (e.g. 37 Act, CalPERS, etc.).			
What is your agency's vesting policy for eligibility for retirement (e.g. employee must have at least 5 years of service to be eligible)?			
<p>What is the monthly amount paid by the employer for retiree medical coverage for the following categories? Please use the most common medical plan as the basis for the premium (e.g. Kaiser, Blue Shield HMO or PPO, etc.) and identify what the most common plan is.</p> <p style="text-align: right;">Retiree Only</p> <p style="text-align: right;">Retiree and Spouse</p> <p style="text-align: right;">Retiree and Family</p> <p style="text-align: right;">Most Commonly Used Plan</p>			

State of California, Department of Personnel Administration
2007 Total Compensation Survey

IV. RETIREMENT INFORMATION			
Retirement Benefit Information	Professional Employees	Supervisory Employees	General Employees
<p>What is the monthly amount paid by the employer for retiree dental coverage for the following categories? Please use the most common dental plan as the basis for the premium and identify what the most common plan is.</p> <p style="text-align: right;">Retiree Only</p> <p style="text-align: right;">Retiree and Spouse</p> <p style="text-align: right;">Retiree and Family</p> <p style="text-align: right;">Most Commonly Used Plan</p>			
<p>Does your agency have a vesting policy for eligibility for retiree medical and/or dental (e.g. employee must have at least 5 years of service to be eligible)?</p> <p>If yes, what is the eligibility requirement?</p>			

V. RECRUITMENT AND RETENTION INFORMATION

For the classifications included in this survey, does your jurisdiction have employee recruitment and retention problems? If so, please circle the affected classifications in the following list.

- | | |
|---------------------------------|--|
| Account Clerk | Legal Typist |
| Biologist | Librarian |
| Building Maintenance Worker | Licensed Psychiatric Technician |
| Carpenter | Maintenance Mechanic |
| Certified Nursing Assistant | Pharmacy Technician |
| Chemist | Plumber |
| Clinical Dietician | Public Health Microbiologist |
| Clinical Social Worker | Research Analyst |
| Construction Supervisor | Research Scientist (Master's Degree req'd) |
| Delineator | Safety Engineer |
| Digital Print Operator | Security Guard |
| Engineering Technician | Senior Transportation/Civil Engineer |
| Graphic Designer | Staff Analyst |
| Highway/Road Maintenance Worker | Staff Services Manager |
| Industrial Hygienist | Supervising Biologist |
| Inspector | Transportation/Civil Engineer |
| Institutional Cook | Veterinarian |
| Insurance Investigator/Analyst | Vocational Rehabilitation Counselor |

Please explain what steps your jurisdiction is taking to help alleviate any recruitment and retention problems.
